

## **Borough of Chambersburg Retail Food Facility License**

On March 26, 2012 the Code of the Borough of Chambersburg, Section 168, Health and Sanitation was amended to offer Retail Food Facility Licenses. The new licenses replace the Health Licenses that have traditionally been issued in the Borough. The Borough's administrator, Commonwealth Code Inspection Service, conducts facility inspections and will now issue Retail Food Facility Licenses according to the PA Retail Food Facility Safety Act and Food Employee Certification Act. License fees are approved by Town Council and collected by Commonwealth Code Inspection Service for inspection and licensing services rendered for each retail food facility.

The PA Retail Food Facility Safety Act defines a retail food facility as a public eating or drinking place or a retail food establishment. A retail food establishment is defined as an establishment which stores, prepares, packages, vends, offers for sale or otherwise provides food for human consumption and which relinquishes possession of food to a consumer directly, or indirectly, through a delivery service such as home delivery of grocery orders or delivery service provided by common carriers.

**In the Borough of Chambersburg retail food facility operators must follow a two step process for permitting, inspection and licensure:**

**STEP ONE** – Apply for a Land Use Permit or Parade/Event Permit at Borough Hall, 100 South Second Street. Borough Hall permitting for retail food facilities will be processed accordingly:

Land Use Permit – Facilities on private property (i.e. restaurant, mobile vendor, special event)

Parade/Event Permit – Facilities on public property (i.e. events such as Chambersfest, Applefest, Fourth of July)

**STEP TWO** – Apply for a Retail Food Facility License at Commonwealth Code Inspection Service, 1102 Sheller Avenue, Suite E. No license will be issued for any facility until inspection of the premises, facilities and/or equipment has been made by Commonwealth Code Inspection Service. Two types of licenses are offered:

1. Permanent License – Facility operating for more than 14 calendar days in a 12 consecutive month period:

- Permanent structure/building (i.e. fast food restaurant, retail store, school, hospital)
- Mobilized unit (i.e. truck, cart)

Retail food facility operators that currently hold a Borough Health License will be issued a Permanent License after their annual inspection is conducted by Commonwealth Code Inspection Service.

2. Temporary License – Facility operating for 14 or fewer calendar days during a 12 consecutive month period:

- Permanent structure/building (i.e. Capitol Theatre chili cook-off, church special event)
- Mobilized unit (i.e. truck, cart)
- Temporary structure (i.e. tent, caterer)

A facility can be inspected and issued a Temporary License to operate 14 calendar days at the same location, mobile at various locations or at a single one-day event/festival.

For more information about retail food facility permits or restaurant inspection reports please visit the Borough website at <http://www.borough.chambersburg.pa.us>. If you have questions, please contact Commonwealth Code Inspection Service at 717-262-0081 or the Borough Codes Department at 717-264-5151.